

### Appraisal Management Company (AMC) Renewal Instructions

#### Background:

- Beginning August 30, 2019, Montana will be joining other states participating in the Appraisal Management Company national registry.
- The registry is maintained by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (ASC).
- States are required to join the registry by federal rule and implement a AMC national registry fee.
- The agency has enhanced the online renewal system to comply with national registry guidelines, including a paper-free submission process.
- With these enhancements, AMC licensees can enter their panel list when renewing online.
- The Montana Board of Real Estate Appraisers is available to answer questions regarding the AMC national registry. Please contact Executive Officer Sharon Peterson (406) 841-2375 or [SPETERSON@MT.GOV](mailto:SPETERSON@MT.GOV) for more information.
- If you have questions regarding the general renewal process, please contact our Customer Service team at (406) 444-6880 or by email at [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV).

#### AMC Renewal Instructions:

1. The Fee Calculation period is September 1<sup>st</sup> through August 31<sup>st</sup> of the previous year (i.e. September 1, 2018 through August 31, 2019).
2. Visit [EBIZ.MT.GOV/POL](http://EBIZ.MT.GOV/POL) to submit your online renewal by October 31, 2019. [Click here for instructions to create an EBiz account.](#)
3. Under "Panel List" click on "Add Row" to enter panelist information and click "Submit." This information will be retained with your license for your next renewal cycle.
4. Answer the disciplinary question and submit the necessary documentation, if applicable.
5. Submit the state of Montana AMC renewal fee of \$1,000. There is no fee to add or delete panel members during the annual renewal period. **The late fee is 100% of the renewal fee.**

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